

Application for Professional Development Award for Management Pay Plan Employees

Instructions:

1. Before an employee applies for an Award, the employee must first determine whether his or her plans for professional development are consistent with the department's criteria for an Award.
2. To request an Award, an employee must complete and submit this form to his or her department head or designee.
3. The request will be reviewed by a department head or designee, and the requesting employee will be notified of the determination. If an Award is not approved, the department shall provide the reason for denial.
4. The department head will submit the attached form to the Department of Employee Relations
5. Only one award can be granted for a certification. *Re-certifications are **not** eligible.*
6. Attach a copy of the certification to the back of this application.
7. The Department of Employee Relations will review the request as soon as possible following receipt and issue a determination.

EMPLOYEE INFORMATION:

Name:		Salary Grade:	
Job Title:		PeopleSoft ID#:	
Department:			
Name of Professional Certification or Designation Achieved:			Date Received:
How does this certification add value? Please state how this certification or designation enhances your skills or competencies and will allow you to add value. Attach extra sheets if necessary.			
If you did not receive a certification, please state the nature and extent of the training or coursework you received, including time in the classroom, CEUs received, or other indications of learning, and explain how this will enhance your skills and competencies and allow you to add value to your department. Attach extra sheets if necessary.			
Employee Signature:			Date:

DEPARTMENT HEAD REVIEW

The certification, training or coursework meets the criteria established for a Professional Development Award. <input type="checkbox"/> Yes <input type="checkbox"/> No (If <i>No</i> , please explain.)	
Department Head Signature:	Date:

EMPLOYEE RELATIONS REVIEW

Approved By:	Date:
Comments:	Amount Awarded: \$700.00 Pay Date: